

WARREN COUNTY DIRECTOR OF ACCOUNTS
WARREN COUNTY ADMINISTRATIVE OFFICE BUILDING
201 LOCUST STREET, SUITE 2
MCMINNVILLE, TENNESSEE 37110
PHONE (931) 473-2381 FAX (931) 473-0635

Warren County is seeking qualified architectural firms for the design and construction of a 30,000 square foot (approximate), 250 bed expansion to the current jail facility. The project budget is not to exceed \$7,500,000. The firm must be licensed to provide services in Tennessee. The qualification statement, subject to the conditions contained herein, must be submitted with one (1) original and ten (10) copies to the Warren County Financial Management Committee at the Warren County Administrative Building, Office of the Finance Department, 201 Locust Street, Suite 2, McMinnville, Tennessee, 37110, up to but no later than 2:00 P.M. Central Time on Wednesday, June 1, 2016.

For qualification statement specifications, or more information regarding this project, please contact Warren County Sheriff Jackie Matheny at (931) 473-7863, or Herschel Wells, Sr., Warren County Executive, at (931) 473-2505. Copies of the qualification requirements are on file and may be obtained at the Finance Department or by accessing the website at <http://www.warrencountyttn.gov> and clicking the Bid Opportunities link on the left side of the page.

Warren County, Tennessee reserves the right to waive any formalities, to accept or reject any or all responses, to accept or reject any item thereon, to accept any responses which in its opinion may be in the best interest of Warren County, and/or to abandon or postpone this project without any obligation to responders.

QUALIFICATION STATEMENTS MUST BE SIGNED AND DATED TO BE VALID

DATE: _____
FIRM NAME: _____
BY (SIGNATURE): _____ PRINT NAME: _____
TITLE: _____
ADDRESS: _____
PHONE NO: _____ FAX NO. _____ E-MAIL: _____
ESTIMATED PROJECT START DATE AND COMPLETION DATE: _____

QUALIFICATION STATEMENTS MUST BE SEALED AND MARKED: "QUALIFICATION STATEMENT ENCLOSED – DESIGN AND CONSTRUCTION OF A JAIL EXPANSION FOR THE WARREN COUNTY SHERIFF’S DEPARTMENT"

PUBLIC NOTICE
TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

QUALIFICATION STATEMENT REQUIREMENTS FOR
THE DESIGN AND CONSTRUCTION OF A JAIL EXPANSION FOR THE WARREN
COUNTY SHERIFF'S DEPARTMENT

**PLEASE NOTE: QUALIFICATION STATEMENTS WILL BE ACCEPTED UP TO
BUT NO LATER THAN 2:00 P.M. CENTRAL TIME ON WEDNESDAY, JUNE 1, 2016
AT THE
WARREN COUNTY ADMINISTRATIVE BUILDING, 201 LOCUST STREET,
SUITE 2, MCMINNVILLE, TN 37110.**

Section 1: Qualification Statement Requirements:

1. Firm name
2. Provide size of firm and number of years in business
3. Location of firm and identify where the architectural/planning services will be performed
4. What architectural/engineering services are provided in-house? What services will be contracted out?
5. Provide résumés of all personnel who will be assigned to work on the project
6. Firm's correctional facility design and construction experience
7. Describe projects involving Correctional Facilities that the proposed team has worked on together
8. List of references; list the last five (5) Jail/Justice Center projects with contact information
9. What is your firm's process and methodology to design a correctional facility
10. What is your approach in meeting the Tennessee Corrections Institute and the Tennessee Fire Marshal's regulations
11. How do you propose to meet the constitutional needs of the inmates
12. How do you propose to meet the staffing concerns of the facility
13. What process will you follow to provide cost control
14. Provide a schedule for your services

15. Provide proof of professional liability insurance coverage including monetary limits
16. Describe the design/planning services that are included in your basic services
17. Percentage rate for the total project only will be considered

Section 2: Scope of Work and Selection Process

Design and construction of a 30,000 square foot (approximate), 250 bed expansion to the current jail facility. The project budget is not to exceed \$7,500,000.

Upon review of all submittals, the top three firms will be invited to make presentations to the project committee.

The selected firm shall work with County staff in the preparation of design drawings, specifications, bid documents, bid recommendation and construction administration for the 250 bed expansion to the Warren County Jail, located at 108 Security Circle, McMinnville TN, 37110.

Firm shall supply complete design and construction services including schematic design, design development, construction documents, bidding services and construction specifications of the current jail facilities, evaluate support areas and determine requirements for expansion.

Once the schematic design and construction estimate is complete, the firm will make a presentation to the Warren County Financial Management Committee.

The criteria by which the packages will be evaluated include:

- Firm's understanding of project objectives.
- Firm's approach to a project of this nature.
- Firm's resources and capacity.
- Qualifications of Project manager and staff assigned to the project.
- Firm's knowledge and demonstrated experience with the jail construction.
- Schedule for completion of tasks.
- Satisfactory project related client references.